

**HUNTINGTON BEACH
OFFICE OF THE ZONING ADMINISTRATOR
EXECUTIVE SUMMARY**

TO: Zoning Administrator
FROM: Jill Arabe, Assistant Planner
DATE: November 17, 2008

SUBJECT: **SIX-MONTH REVIEW OF CONDITIONAL USE PERMIT NO. 10-009
(DOWNTOWN SHUTTLE SERVICE & REMOTE PARKING LOT)**

LOCATION: 2000 Main Street, 92648 (southeast corner of Main Street and Yorktown Avenue - City Hall Parking Lot)

Applicant: City of Huntington Beach, Economic Development Department, 2000 Main Street, Huntington Beach, CA 92648

Property Owner: City of Huntington Beach, 2000 Main Street, Huntington Beach, CA 92648

Request: City of Huntington Beach, Economic Development Department, 2000 Main Street, Huntington Beach, CA 92648.

Environmental Status: This request is covered by Categorical Exemption, Section 15304, Class 4, California Environmental Quality Act.

Zone: PS (Public-Semipublic)

General Plan: P (Public)

Existing Use: City Hall

RECOMMENDATION: Staff recommends approval of the proposed project based upon the following findings:

CONDITIONS OF APPROVAL - CONDITIONAL USE PERMIT NO. 2010-009:

1. The site plans received and dated March 9, 2010, and the exhibits received and dated March 29, 2010, shall be the conceptually approved design.
2. The use shall comply with the following operating parameters:

- a. The dates of operation shall not exceed weekends beginning the weekend prior to Memorial Day and continuing through the weekend after Labor Day, until the six month review of the use, after which 10 special events/holidays may be added.
 - b. The shuttle service shall commence no earlier than 9 A.M. and shall terminate by 9 P.M.
 - c. The shuttle route shall enter the City Hall parking lot via the western Main Street driveway and exit via the eastern Yorktown Avenue driveway.
 - d. The applicant shall maintain the City Hall parking lot clear of trash and debris.
 - e. The applicant shall monitor the shuttle program which may include tracking of ridership, parking capacity and public complaints.
 - f. For the first four consecutive weeks of the pilot program (summer weekends beginning the weekend prior to Memorial Day through the weekend after Labor Day 2010), the applicant shall schedule a standing weekly review meeting, which local residents or other concerned parties may attend, to discuss and address any concerns or comments. From that point forth, meetings shall be held every 30 days thereafter as long as the Pilot Phase remains in operation.
 - g. During the Operational Phase, the applicant shall agree to meet with local residents or other concerned parties upon written request.
3. Signage for the shuttle service within the City Hall parking lot shall identify designated patron parking areas, hours of operation, and emergency and program contact information.
 4. A review of the use shall be conducted by the Zoning Administrator with a public hearing within six (6) months to verify compliance with all conditions of approval and applicable Chapters of the Huntington Beach Zoning and Subdivision Ordinance. At that time the Zoning Administrator may consider modifications to the conditions of approval.
 5. In the event that there are any violations of the foregoing conditions or any violations of life safety codes, the parking lot and shuttle service may be terminated by any Police Officer, Fire Inspector, or authorized personnel of the Departments of Economic Development and Planning and Building.
 6. The applicant shall assess peak shuttle parking demand following each weekend/holiday period. When parking demand reaches full capacity of 350 occupied parking stalls for two consecutive weekends, the applicant shall begin implementing service/parking demand management strategies to contain activities within the approved site. Strategies may include among others establishing additional satellite parking areas (subject to permitting and agreements), implementing shuttle use fees, and modifying service hours.
 7. The Director of Planning and Building ensures that all conditions of approval herein are complied with. The Director of Planning and Building shall be notified in writing if any changes to the site plan and shuttle route are proposed as a result of the ongoing operation and oversight of the event.

8. Minor modifications to the plans shall be reviewed and approved by the Departments of Planning and Building and Public Works for conformance with the intent of the Zoning Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required.
9. Incorporating sustainable or "green" building practices into the design of the proposed structures and associated site improvements is highly encouraged. Sustainable building practices may include (but are not limited to) those recommended by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program certification (<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>) or Build It Green's Green Building Guidelines and Rating Systems (<http://www.builditgreen.org/index.cfm?fuseaction=guidelines>).

INDEMNIFICATION AND HOLD HARMLESS CONDITION:

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.